

Department of Community Health
EMS and Trauma Systems Section
P.O. Box 30717
Lansing, MI 48909
(517) 241-0179

INSTRUCTOR COORDINATOR ONGOING EDUCATION RECORD

Authority: Act 368, P.A. 1978

FAILURE TO COMPLY WITH THESE INSTRUCTIONS MAY RESULT IN SUSPENSION, REVOCATION OR DENIAL OF INSTRUCTOR COORDINATOR LICENSURE.

Type or Print Only

Name	License Number	
Street Address		
City	State	ZIP Code
I.C. License Expiration Date	I.C. Code Number	

INSTRUCTIONS: There are three methods in which you may renew your instructor coordinator license: **(1)** Successfully complete a Department-approved instructor-coordinator refresher program, **(2)** Accrue thirty (30) credits in Department-approved professional development continuing education or **(3)** Accrue thirty (30) credits through a combination of professional development continuing education and educational experience. This form is to be used to document the thirty (30) credits of continuing education which you must earn during the three years your license is in effect. An application for renewal of your license will be mailed to you approximately 90 days prior to your license expiration. You must maintain documentation of your continuing education for one (1) year following your license renewal. You must submit copies of your records only upon request of the department.

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OPTION I

Completion of an Instructor-Coordinator Refresher Course: Attach a copy of your certificate showing successful completion of the refresher course

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OPTION II

Completion of 30 credits in Professional Development subject areas:

SUBJECT	Date/Code No./Credits	Date/Code No./Credits	Date/Code No./Credits	Total
<i>Instructional Techniques</i>				
<i>Minimum 6</i>				
<i>Maximum 12</i>				
<i>Measurement & Evaluation</i>				
<i>Minimum 6</i>				
<i>Maximum 12</i>				
<i>Education Administration</i>				
<i>Minimum 6</i>				
<i>Maximum 12</i>				

☐ **OPTION III** Combination of 20 Professional Development Credits and 10 Performance Credits.

Part A: Professional Development Credits. A minimum of twenty (20) credits for professional development through Department-approved instructor coordinator continuing education programs are required.

SUBJECT	Date/Code No./Credits	Date/Code No./Credits	Date/Code No./Credits	Total
<i>Instructional Techniques</i>				
<i>Minimum 3</i>				
<i>Maximum 9</i>				
<i>Measurement & Evaluation</i>				
<i>Minimum 3</i>				
<i>Maximum 9</i>				
<i>Education Administration</i>				
<i>Minimum 3</i>				
<i>Maximum 9</i>				
Other Professional Development – Maximum 4				

Part B: Performance Credits. In addition to the 20 credits required in Option III. Part A, 10 credits are required in any area of combination listed below.

EMS INSTRUCTION	Maximum of 7 credits. One (1) credit for every four (4) hours of instruction (initial, refresher, or continuing education). Proof: CE Rosters, I.C. credit slip, course syllabus, etc.
EXAMINATION EVALUATION:	Maximum of 7 credits. One (1) credit for every two hours in which you assist as a skills examiner for a State approved practical exam. Proof: Credit slip from Regional Coordinator
COURSE COORDINATION:	Maximum of 7 credits. Three (3) credits for every Education Program Sponsor approval. Two (2) credits for every Program Sponsor re-approval or EMS CE Program Sponsor approval. One (1) credit for every 15 continuing education credits approved and coordinated. Proof: Copies of Education Program Sponsor approvals or CE approval.

Method*	Description of Documentation (Proof)	I.C. Credits

* This column should indicate either teaching or testing.

The Department of Community Health will not discriminate against any individual or group because of race, sex, religion, age, national origin, color, marital status, disability or political beliefs. If you need assistance with reading, writing, hearing, etc., under the Americans with Disabilities Act, you may make your needs known to this agency